

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
THURSDAY, DECEMBER 1, 2005
8:30 A.M.**

Commissioners Present: Larry Hudkins, Chair
Deb Schorr, Vice Chair
Bernie Heier
Bob Workman
Ray Stevens

Others Present: Kerry Eagan, Chief Administrative Officer
Gwen Thorpe, Deputy Chief Administrative Officer
Trish Owen, Chief Deputy County Clerk
Ann Taylor, County Clerk's Office

Commissioner Heier opened the meeting at 8:32 a.m.

AGENDA ITEM

**1 APPROVAL OF THE MINUTES OF TRI-COUNTY RETREAT,
THURSDAY, NOVEMBER 10, 2005; AND STAFF MEETING,
THURSDAY, NOVEMBER 17, 2005**

Schorr arrived at 8:33 a.m.

Hudkins arrived at 8:34 a.m. and assumed direction of the meeting.

MOTION: Stevens moved and Heier seconded approval of minutes of the Tri-County Retreat of November 10, 2005 and Staff Meeting of November 17, 2005. Workman, Stevens, Schorr, Heier and Hudkins voted aye. Motion carried.

2 ADDITIONS TO THE AGENDA

- A. General Assistance (GA) Pharmacy
- B. Request from the Community Mental Health Center (CMHC) to Purchase Two (2) Vehicles Through a Nebraska Association of County Officials (NACO) Lease (Exhibit A)
- C. Agenda Items for Monthly Meeting with the Mayor
- D. Executive Session (Security/Investigative Matter)

- E. Set Date for Mid-Year Budget Retreat
- F. Journal Star Newspaper Opinion/Editorial Piece

MOTION: Stevens moved and Workman seconded approval of the additions to the agenda. Workman, Heier, Stevens, Schorr and Hudkins voted aye. Motion carried.

3 REQUEST TO MAINTAIN PIONEER CEMETERIES: EVANGELICAL CEMETERY AND DIETZ CEMETERY - Russ Shultz, Noxious Weed Control Authority Superintendent

Russ Shultz, Noxious Weed Control Authority Superintendent, presented a sample historical marker.

MOTION: Schorr moved and Workman seconded to approve the historical marker with the following changes:

- Replace the County Seal with the Lancaster County Board of Commissioners' Seal
- Move the words Historical Marker above the seal and drop the rest of the text down
- Review of the text by Chief Administrative Officer or Deputy Chief Administrative Officer

Schorr, Stevens, Workman, Heier and Hudkins voted aye. Motion carried.

Shultz also reported on requests for maintenance of two abandoned, pioneer cemeteries (the Evangelical Cemetery and Dietz Cemetery) (Exhibit B).

The Board scheduled acceptance of responsibility of maintenance of the Evangelical Cemetery and Dietz Cemetery on the December 6, 2005 Board of Commissioners Meeting agenda.

It was also suggested that the County identify other abandoned, pioneer cemeteries with markers and hold a press conference when the first historical marker is placed.

4 VISITORS PROMOTION COMMITTEE (VPC) RECOMMENDATION ON EXPENDITURE OF VISITOR IMPROVEMENT FUNDS - Tom Lorenz, Visitors Promotion Committee (VPC) Chair; Matt Carlson, Lincoln Chamber of Commerce President; Wendy Birdsall, Lincoln Convention & Visitors Bureau (CVB) President

Tom Lorenz, Visitors Promotion Committee (VPC) Chair, said the VPC has determined that attractions in Lancaster County are adequate for the time period of July 1, 2005 through December 31, 2005 and recommends that the County Board authorize the Lincoln Convention & Visitors Bureau (CVB) to use one fourth of accumulated visitor improvement funds for visitor promotion (Exhibit C). This represents one half percent of the additional two percent lodging tax that was enacted as of July 1, 2005. The money will be used for bid fees for major events that are considering Lincoln as a destination. He said the proposal has the support of the motels and hotels that collected the tax.

Stevens asked whether any of the funds will be used for personnel.

Wendy Birdsall, CVB President, said no, the funds will be used exclusively for bringing new events to town.

Hudkins stated that he would like to see the Contingency Fund built back up.

MOTION: Schorr moved and Workman seconded to allow the Lincoln Convention & Visitors Bureau (CVB) access to one fourth of the additional two percent lodging tax, for the six month time period, to be used for bid fees.

In response to a question from Heier, Birdsall said the CVB is assisting the Lancaster Event Center with several events.

Hudkins asked whether the lodging tax is collected when dorm rooms at the University of Nebraska at Lincoln (UNL) are used for clinics or other events.

Birdsall said no and agreed to follow-up on the matter.

ROLL CALL: Schorr, Workman, Heier, Stevens and Hudkins voted aye. Motion carried.

Birdsall also presented October, 2005 Activity Report; Lincoln, Nebraska Convention and Visitors Bureau (Exhibit D).

Heier and Schorr exited the meeting at 9:14 a.m.

ADMINISTRATIVE OFFICER REPORT

B. Medical Translation/Interpretation Coordinator

It was noted that the County has been asked to contribute \$2,500 for the position (see agenda packet).

Schorr returned to the meeting at 9:16 a.m.

Heier returned to the meeting at 9:18 a.m.

MOTION: Workman moved and Heier seconded to send the request to the Joint Budget Committee (JBC) for review and recommendation. Schorr, Stevens, Heier, Workman and Hudkins voted aye. Motion carried.

5 LANCASTER COUNTY LEGISLATIVE PRIORITIES - Gordon Kissel, Legislative Consultant; Amy Prenda, Director of Legal Research and Analysis for Kissel/E&S Associates

General discussion was held regarding Lancaster County legislative proposals (Exhibit E).

Stevens and Schorr reported on a meeting with the Governor to discuss legislative issues.

Gordon Kissel, Legislative Consultant, recommended that Lancaster County:

- Join the half cent sales tax coalition
- Gauge support for a county wheel tax
- Come up with a proposal for a more equitable allocation process for jail reimbursement
- Continue to pursue legislation to provide county personnel policies for transferring employees from the state or other political subdivisions to a county at county request

Hudkins said he would like to see the County throw in the fuel tax bills and explain the need for those tax dollars.

Kerry Eagan, Chief Administrative Officer, suggested that the list of legislative priorities include the following:

- Roads
- Restore the half cent sales tax
- Fuel Tax
- Jail Reimbursement
- Farmstead language
- Transfer of Development Rights
- S.I.D.'s by election

Schorr said she would like the Board to support of legislation to change how the Community Health Endowment can invest funds.

Rick Hoppe, Administrative Aide to the Mayor, appeared and gave an overview of City legislative priorities.

NOTE: Kissel also reported that he has been retained by TransCanada Corporation (Exhibit F).

**6 FAMILIES FIRST AND FOREMOST (F³) GRANT FINAL REPORT -
Renee' Dozier and Jessica Pendleton**

Renee' Dozier and Jessica Pendleton gave a summary of the Comprehensive Community Mental Health Services for Children and Their Families Program; Child, Adolescent and Family Branch; Center for Mental Health Services; Substance Abuse and Mental Health Services Administration, U.S. Department of Health and Human Services Final Grant Report (Grant Report Period 1999-2005) (Exhibits G, H & I).

C. J. Johnson, Program Administrator for the Region V Mental Health, Alcoholism & Drug Abuse Program, and Dave Kroeker, Budget and Fiscal Officer, appeared and discussed the transfer of F³'s equipment and furniture to Region V for continued activities.

The Board indicated that it is its intent that the equipment and furniture follow the program and asked staff to try to resolve the matter by the end of the December.

7 A) COUNTY FINAL PLAT NO. 05095, WHITETAIL RIDGE ADDITION, SOUTH 25TH STREET AND ROCA ROAD; B) COUNTY FINAL PLAT NO. 05106, THE PRESERVE AT CROSS CREEK 2ND ADDITION, SOUTH 68TH STREET AND ROCA ROAD; AND C) COUNTY FINAL PLAT NO. 05002, MUSTANG RIDGE ADDITION, NORTHWEST 27TH STREET AND WEST AGNEW ROAD - Mike DeKalb, Planning Department

A) County Final Plat No. 05095, Whitetail Ridge

Mike DeKalb, Planning Department, gave an overview of County Final Plat No. 05095, Whitetail Ridge Addition, a final plat for fourteen lots and two outlots on property southwest of the intersection of South 25th Street and Roca Road (Exhibit J). Planning Staff and the Planning Commission have recommended conditional approval.

B) County Final Plat No. 05106, The Preserve at Cross Creek 2nd Addition

DeKalb gave an overview of County Final Plat No. 05106, The Preserve at Cross Creek 2nd Addition, a final plat for five lots on property at South 68th Street and Roca Road, to replat a portion of the recorded 1st Addition for the purpose of adjusting the lot lines for

Lots 1 through 5, Block 3 (Exhibit K). Planning Staff and the Planning Commission have recommended conditional approval.

C) County Final Plat No. 05002, Mustang Ridge Addition

DeKalb gave an overview of County Final Plat No. 05002, Mustang Ridge Addition, a final plat for four lots on property southeast of the intersection of Northwest 27th Street and West Agnew Road (Exhibit L). Planning Staff and the Planning Commission have recommended conditional approval. He said the County Engineer has indicated that asphalt concrete and subgrade are barely acceptable, due to marginal pavement thickness and subgrade density, and if a request is made to change the roads from private to public, the roads will require inspection to insure that county standards are met.

ADDITIONS TO THE AGENDA

A. General Assistance (GA) Pharmacy

Eagan noted that the contract with Wagey Drug Co., Inc. for pharmacy and related services for the County General Assistance Program will expire January 31, 2006 and said the County Attorney's Office has advised the County to bid the contract.

8 A) DIRECTOR AND DEPUTY DIRECTOR JOB AND POSITION DESCRIPTIONS AND EVALUATION PROCESS; AND B) SALARIES FOR UNCLASSIFIED EMPLOYEES - Don Taute, Personnel Director; John Cripe, Classification and Pay Manager

Director and Deputy Director Job Descriptions

Copies of job descriptions for the following Lancaster County department heads and directors were distributed: Corrections Administrator, Youth Services Center Director, Nursing Home Administrator, Budget and Fiscal Officer, Emergency Management Director, Weed Control Superintendent, Human Services Administrator, County Veterans Service and General Assistance Officer, Building Administrator, Community Corrections Director, Mental Health Administrator and Chief Administrative Officer (Exhibit M).

The Board scheduled approval of the job descriptions on the December 6, 2005 Board of Commissioners Meeting agenda.

Position Descriptions

Position descriptions are still being refined.

Evaluation Process

Don Taute, Personnel Director, recommended that department liaisons meet with the respective directors to determine priority points and draft an evaluation for Board discussion.

The Board tentatively scheduled evaluations of directors on Thursday, January 12, 2006, following the Staff Meeting, or the morning of Tuesday, January 17, 2006. John Cripe, Classification and Pay Manager, will assist in the process to ensure consistency. The Chief Administrative Officer, Veterans Service Officer/General Assistance Director, and Youth Services Center Director will evaluate their deputies.

B) Salaries for Unclassified Employees

Cripe said the County is close to market on Sheriff Captains, but the salaries are \$3,000 to \$4,000 less than Police Captains. He said Deputy County Attorneys are 3.5% to 4.0% low on the range. He said it would not be unreasonable for the Board to ask the Sheriff, County Attorney and Public Defender to use the evaluation process next year. Cripe said the Board will need to ask the Presiding Judge for Bailiff salary recommendations, noting there is no market data available.

ADDITIONS TO THE AGENDA

- B. Request from the Community Mental Health Center (CMHC) to Purchase Two (2) Vehicles Through a Nebraska Association of County Officials (NACO) Lease (Exhibit A)

Board consensus was review the request and a list of county inventory at the Mid-Year Budget Review.

- C. Agenda Items for Monthly Meeting with the Mayor

The following items were suggested: 1) Medical Translation/Interpretation Coordinator; 2) Rural ambulance service; and 3) Evaluation of joint department heads.

- E. Set Date for Mid-Year Budget Retreat

Board consensus was to hold the Mid-Year Budget Retreat on January 19, 2006. The Grand Lodge at the Preserve, 4000 South 80th Street was suggested as a location.

F. Journal Star Newspaper Opinion/Editorial Piece

The Chair will contact the Journal Star and ask to have an opinion/editorial piece published next week.

9 ACTION ITEMS

- A. Microcomputer Request, C#2005-440, \$2,822.24 from the Assessor/Register of Deeds Budget for a Laptop Computer

MOTION: Heier moved and Stevens seconded approval. Schorr, Stevens, Heier, Workman and Hudkins voted aye. Motion carried.

10 ADMINISTRATIVE OFFICER REPORT

- A. Luncheon for Dennis Banks, Youth Services Center Director, December 20, 2005 (11:45 a.m. - 1:15 p.m.)

The Commissioners, Chief Administrative Officer, and Deputy Chief Administrative Officer indicated plans to attend.

- B. Medical Translation/Interpretation Coordinator

Item moved forward on the agenda.

- C. Appointments and Reappointments to the Lancaster County Extension Board (John J. Chess, Kendra Penrod and Oscar Rios Pohirieth)

The Board scheduled the item on the December 6, 2005 Board of Commissioners Meeting Agenda.

- D. Lincoln Electric System (LES) Power Cost Adjustment (PCA) Program

Informational only.

- E. Meeting with Planning Department, Villages and Seward County Commissioners Regarding Long-Range Transportation Plan and Comprehensive Plan Update (December 20, 2005 After the Regular Board of Commissioners Meeting)

The Board scheduled a Staff Meeting immediately following the Board of Commissioners Meeting on Tuesday, December 20, 2005. This item will be included on the agenda.

F. General Assistance (GA) Billing Clerk

Eagan said the General Assistance (GA) Billing Clerk will be moved to the GA Offices. The person holding that position has resigned and a member of the GA staff will move into that position. Lincoln Action Program (LAP) will provide temporary employees to help with the backlog in the processing, tracking and payment of medical bills through a program that provides funding to train qualified individuals in preparation for obtaining full-time employment.

Stevens questioned whether this would reduce the amount that the County pays the Lincoln-Lancaster County Health Department (the GA billing clerk is currently part of the Health Department).

G. Pension Review Committee Update

See agenda packet.

11 DISCUSSION OF BOARD MEMBER MEETINGS

A. Public Building Commission (PBC) - Hudkins, Workman

Workman said normal business matters were handled.

B. Lancaster Manor Advisory Committee - Heier

Heier said there was a presentation on the Lincoln Area Agency on Aging.

C. Arena Task Force - Schorr

Schorr said the Arena Task Force has moved to the second phase of the project.

Hudkins expressed interest in serving on the Technical Committee.

D. Visitors Promotion Committee (VPC) - Schorr

See Agenda Item 4.

E. Downtown Lincoln Association (DLA) - Stevens

Stevens said discussion focused on renewal of the Downtown Lincoln Business Improvement District (B.I.D.) contract with the City.

- F. Community Mental Health Center (CMHC) Advisory Committee - Stevens

No report.

- G. Lincoln Independent Business Association (LIBA) Monthly Meeting - Heier, Stevens

Stevens said the group discussed the proposal to convert the "K" Street Building into condominiums.

Heier said the Rural to Urban Transportation System (RUTS) Program was also discussed.

ADDITIONS TO THE AGENDA

- D. Executive Session (Security/Investigative Matter)

MOTION: Workman moved and Heier seconded to enter Executive Session at 12:15 p.m. for discussion of a security/investigative matter. Workman, Heier, Stevens, Schorr and Hudkins voted aye. Motion carried.

MOTION: Stevens moved and Schorr seconded to exit Executive Session at 12:16 p.m. Schorr, Stevens, Heier, Workman and Hudkins voted aye. Motion carried.

12 ADJOURNMENT

MOTION: Heier moved and Stevens seconded to adjourn the meeting at 12:17 p.m. Schorr, Stevens, Heier, Hudkins and Workman voted aye. Motion carried.

Bruce Medcalf
Lancaster County Clerk